



Probationary Employee Training Program

DAILY JOURNAL INSTRUCTIONS



Daily Journal Instruction's

The probationary employee will keep a journal of day to day operations. The probationary employee will document events from no less than three (3) incidents per day. The incidents should not include specific patient information or information that would violate a customers' privacy or HIPPA laws. If the probationary employee does not run three incidents, then he/she should document activities or observations for that given day. The journal entries should be presented to the station officer for their review on the next shift. Entries will be initialed by shift officer upon completion.

Journal entries are to be kept at the station and will be available for review at their Battalion Chiefs' request.